



**CVM
Policies and
Procedures
Handbook**

FINAL

Subject: *Facilities Maintenance Services*

Section: *Administrative*

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To Be Reviewed Yearly By: *Committee on Policies & Procedures*

Source:

Cross Reference:

The College of Veterinary Medicine manages the maintenance of its physical facilities through the Facilities Services branch of the Administrative Support function. Facilities Services is responsible for:

- a. maintaining a safe, clean and comfortable environment in the Wise Center and other CVM facilities and
- b. providing engineering and skilled crafts support to the College programs of instruction, research, and service.

Corollary Facilities Services responsibilities include managing:

- custodial services
- security
- fire safety
- communication systems
- energy management program
- waste disposal & recycling
- facility construction, renovations
- contract maintenance services

Basic facility maintenance services are provided at no charge to CVM programs and Wise Center occupants who are part of the DAFVM Cost-Sharing Plan. The cost of renovations, special requests, or maintenance of program-specific equipment and systems will be borne by the user program; however, CVM programs will not be charged for budgeted in-house labor.

The Building Services Manager must be notified of intent to renovate or construct CVM facilities, including intent to retain an architect or engineer to perform design work. The Building Services Manager is responsible for obtaining appropriate approvals from the University and the Board of Trustees of the Institutions of Higher Learning prior to execution of any contracts.

Procedure:

Facilities Services will be responsible for maintaining records of key and card access transactions and lock changes. Program and departmental supervisors will be responsible for keys requested for personnel they supervise.

Card access, keys and routine lock maintenance services will be provided at no charge to CVM programs and Wise Center occupants who are part of the DAFVM Cost-Sharing Plan. The cost of hardware changes, lost keys or rekeying locks will be borne by the user/requestor.

Procedure:

1. Requests for services must be placed with the Facilities Services Office by electronic mail (preferred), telephone, or letter.
2. Facilities Services will screen requests and notify requestor of possible building code, safety or other compliance problems prior to implementation.
3. Requestor will be informed of any billable costs. Where possible, in-house labor will be utilized. The Building Services Manager will advise requestor when A/E consultants are needed.
4. A project planner showing the status of all work requests will be maintained for review at the Administrative Support level.
5. Upon completion of the work, programs will be invoiced, if appropriate.

Approved: _____

Kent H. Hoblet

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10/4/12

Date